GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: LIBRARY MEDIA TECHNICIAN
RANGE F

DEFINITION OF POSITION

Under the immediate **supervision of the site administrator and the indirect ***supervision of the Director of Technology Services, operates and maintains the school library; performs clerical functions related to the school library operation. Assists with the school's staff and student mobile devices. Works with teaching staff and the site administrator to improve the literary skills of the students.

ESSENTIAL FUNCTIONS

- Maintains an automated circulation and distribution system.
- Maintains a collection that supports the curriculum including purchasing new material and weeding old materials.
- Receives and processes library books, periodicals and instructional materials.
- Assists students and staff in locating library materials within and outside the school.
- Supervises student behavior.
- Collaborates with staff to support special research projects.
- Tracks and maintains all budgets of the Library Information center acquisitions.
- Plans and prepares informational items related to school functions both in electronic format (e.g. school website, Google Suite products) and other physical media (bulletin boards and other displays).
- Plans and prepares bulletin boards and displays.
- Shares literature through storytelling, book talks, or read aloud sessions.
- Schedules classes and groups using the library.
- Repairs and mends damaged books and other instructional materials as needed.
- Prepares library skills and literature lessons.
- Maintains a simple cash receipts record of lost or damaged material.
- Maintains the daily operation of library equipment and computers including troubleshooting.
- Conducts year-end inventory.
- Oversees special programs, such as book fairs, fund raisers and reading programs.
- Assists students and staff with computer applications in the library.
- Assists with the distribution of mobile technology to staff and students.
- Assists with front-line support of mobile device hardware and software to staff and students.
- Identifies and documents technology issues with the school site mobile devices.
- Assist the teaching staff with small group literacy instruction as assigned by site administrator.
- Performs other related duties as assigned.

REQUIREMENTS

- Type 35 net words per minute on a 5-minute timed writing (Outside certificate is acceptable).
- Pass the General Clerical Exam administered by the district at the 50th percentile or above.
- Must meet the requirements of No Child Left Behind.

QUALIFICATIONS

Knowledge of:

- Office methods including the use of computers and computer terminals;
- Library classification systems;
- Standard library reference sources;
- Library procedures;
- Student behavior management techniques.

Ability to:

- Work independently with minimal supervision;
- Perform library clerical functions;
- Communicate effectively in oral and written form;
- Maintain records pertaining to the library;
- Utilize reference resource guides;
- Proficient in the use of technology;
- Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close color and ability to adjust focus. The noise level in the work environment is usually moderate.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:

Experience

- Six months of clerical experience in a library or media/computer center. Proficient in basic computer literacy and mobile device technology.

Education

- High school diploma or the equivalent, supplemented by coursework or training in a library technology program or library clerical areas.

** Immediate supervision – Supervisor on site.
***Immediate supervision – Supervisor in District, but not on site.

Board approved: 8/18/2021